

Individual Safe Room Application Checklist

Introduction

- ☐ Grant
- ☐ Project Type
- ☐ STAARS Vendor Number (State of Alabama Accounting and Resource System)
- ☐ Title
- ☐ NFIP Status (National Flood Insurance Program)
- ☐ CID Number (Community Identification Number)
- ☐ Primary Contact
- ☐ Alternate Contact
- ☐ FIPS Number (Federal Information Processing Standard)
- ☐ DUNS Number
- ☐ Congressional Districts
- ☐ State Legislative (House)
- ☐ State Legislative (Senate)

Planning Requirement

- ☐ Date of Approval
- ☐ Date of Expiration
- ☐ Title of Plan
- ☐ Plan Reference by page
- ☐ Narrative

History of Hazards

- ☐ Past Damages
- ☐ Comments (Comments about Past Damages)
- ☐ Useful life of Project

Scope of Work

- ☐ Description of Proposed Project
 - ☐ Community Profile
 - ☐ Address
 - ☐ Lat/Long
 - ☐ Size
 - ☐ Occupancy
 - ☐ Ground Disturbance
 - ☐ Must include compliance with FEMA-320, local building codes and standards, and local planning requirements
 - ☐ Type (Above or Below Ground)
 - ☐ Location (specific location on property ex. Garage/Backyard/etc.)
 - ☐ Age of construction of property
 - ☐ Safe Room Dimensions
 - ☐ Describe the method of location selection
 - ☐ Ground Disturbance

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Costs

- ☐ Line Items must be broken down if multiple safe rooms are included on an single application
- ☐ Funding Source
 - ☐ By Percent 75% Federal 25% Local
 - ☐ 25% local funding source
- ☐ BCA (Benefit Cost Analysis)
 - ☐ Only necessary if amount of safe room exceeds \$13,336.96.
 - Use version 6.0/Hard Copy and Zip file
 - <https://www.fema.gov/media-library/assets/documents/179903>

Timeline

- ☐ Project Milestones
 - Homeowner Notification
 - Construction/Installation
 - Closeout

Alternatives

- ☐ Impacts with No Action
- ☐ Other Feasible Alternative
- ☐ Impacts of other feasible Alternative
- ☐ Reason for Rejecting other feasible alternative

Worksheet

- ☐ Same general information for each location individually